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| CITY OF THE COLONY Status: Non-Exempt Supervised By: Detention Supervisor | Detention Officer | POLICE DEPARTMENT Revised: April 2015 |
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| JOB SUMMARY |
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| <p>The primary function of this position is to conduct jail operations with regards to the safe and secure detention and processing of arrested persons. Additional task outside the jail may be assigned if no prisoners are in custody. Every employee in this department must make ethical decisions daily, conform to applicable laws and departmental policy, communicate effectively with our citizens and coworkers and remain professional in all circumstances.</p> |

| ESSENTIAL DUTIES AND RESPONSIBILITIES |
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| <ol style="list-style-type: none"> 1. Supervise and perform all jail operations, which include: book-in and release of prisoners, prisoner arraignments, regular prisoner security checks, meal preparation, and stocking and cleaning of the jail facility. 2. Operating any city vehicle in a safe manner under a variety of weather and lighting conditions, ensuring the vehicle is properly maintained, fueled and cleaned. 3. Communicate effectively via police radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds without prejudice. 4. Pickup or transport equipment or prisoners as directed daily and escort prisoners outside of their cells as may be necessary. 5. Physically restrain individuals that are under arrest that may be uncooperative or combative. Physically assist individuals in walking and entering the jail. 6. Routinely produce complete and detailed written and typed reports, jail records and document calls and investigations. 7. Remain standing in a stationary position for four or more hours while monitoring prisoners, assisting peace officers, or monitoring contractors within secured areas of the detention facility. 8. Administer CPR/First Aid in emergency situations. 9. Must be able to take money for bonds fees and correctly document receipt and book keeper of the jail bond funds. 10. Safely and effectively use any authorized duty weapon, and demonstrate proficiency annually. 11. Must be able to work independently without direct supervision on any shift, which includes nights, weekends, and holidays, and accept on-call status. Must be able to work outside in any weather condition. 12. Will be required to clean bodily fluids and handle individuals that may have bodily fluids on their person. 13. May be required to perform other duties as assigned. 14. Perform and meet all physical requirements, skills, and abilities listed. |

KNOWLEDGE, SKILLS, AND ABILITIES

1. Maintain minimal fitness levels to perform all tasks.
2. Ability to multitask under stressful situations and drive a city vehicle safely under a variety of conditions.
3. Ability to walk long distances & run after prisoners.
4. Ability to remain seated or standing for long periods of time while remaining alert, working independently without direct supervision on any shift, which includes nights, weekends, and holidays, and accept on-call status.
5. Ability to effectively communicate with others, writing, comprehending, and speaking the English language. Must remain professional and courteous while dealing with often angry or hostile individuals.
6. Ability to work with others effectively as a team to accomplish tasks without discriminating against race, religion, color, gender, national origin, age, disability, sexual orientation or veteran status.
7. Ability to bend and lift 50lbs or more.
8. Must pass Basic Jailer Course and state exam within first year of employment.
9. Must pass Intoxilyzer Course and state exam within the first year of employment.
10. Must have vision correctable to 20/20, hearing correctable to normal range, and use of both hands.
11. Attend required training, which might require travel occasionally overnight, or attend and testify in court when summoned.
12. Work twelve hour shift without designated break periods during that shift. Paid breaks will be allowed as workload and staffing permit.

EDUCATION, EXPERIENCE AND CERTIFICATION

Required:

1. Minimum of 18 years of age and U.S. citizenship.
2. High School Diploma or G.E.D.
3. Valid Texas driver's license without restriction (except A) at the time of appointment. In the past three years; no more than three moving violations, three accidents, nor any involuntary license suspensions.
4. Never convicted of a Class A Misdemeanor or higher level offense.
5. No misdemeanor convictions above Class C in the past five years.
6. Nothing less than "Honorably Discharged" from military service.
7. Pass pre-employment physical, drug screen, written and oral entrance exams, polygraph, psychological and a detailed background investigation.
8. Ability to type 25WPM, with a working knowledge of basic computer operations using Windows and Microsoft Office.

Preferred:

1. Some College
2. TCLEOSE Basic Jailer Certificate
3. Superior physical fitness
4. Ability to speak Spanish

CERTIFICATION

Employee Signature:

Date Signed:

Supervisor
and/or Department Head:

Date Signed: